

Holy Martyrs Armenian Elementary & Ferrahian High School

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WASC Accredited

ELEMENTARY SCHOOL RULES & REGULATIONS

September 2009

Elementary School Campus

16617 Parthenia Ave., North Hills, Ca 91343 - Tel. (818) 892-7991

High School Campus

5300 White Oak Ave., Encino, Ca 91316 - Tel. (818) 784-6228

For school-wide regulations please refer to the

SCHOOL GENERAL HANDBOOK

and visit

www.ferrahian.info

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GRADING POLICY

The academic program is comprised of four quarterly reporting periods. Students, grades 1-5, receive a report card at the end of each quarter. Kindergarten students receive a report card at the end of each semester. Students, grades 1-5, also receive a mid-term progress report for every quarter. Parents of first graders who receive lower than a “C” grade are notified throughout the year.

Report cards and progress reports must be signed by a parent/guardian and returned to school in due time.

The following grading scale applies to grades 1-5. For kindergarten students, grading is reported in whole letters, i.e., A, B, C, D, and F.

Academic Grading Scale			
A+	100-97	4.3	Exceeds grade level standards
A	96-93	4.0	
A-	92-90	3.7	
B+	89-87	3.3	Meets grade level standards
B	86-83	3.0	
B-	82-80	2.7	
C+	79-77	2.3	Partially meets grade level standards
C	76-73	2.0	
C-	72-70	1.7	
D+	69-67	1.3	Below grade level standards
D	66-63	1.0	
D-	62-60	0.7	
F	59-0	0	Fails

Students are graded for work habits and behavior they demonstrate at school:

Cooperation Grading Scale		
E	Excellent	Exemplary conduct, exemplary work habits. No infractions.
G	Good	Good behavior, satisfactory work habits. No infractions.
N	Needs Improvement	One to three infractions. Needs to improve behavior and work habits.
U	Unsatisfactory	Four to six infractions. Behavior and work habits not meeting grade level standards.

ACADEMIC REGULATIONS

Homework

Homework reinforces classroom learning and provides practice to expand the application of knowledge and skills. It develops creativity, independent thinking skills, organization of time, and promotes self-discipline and sound study habits.

Homework, generally, is an integral part of the instructional program and a valuable extension of classroom teaching. Parents are encouraged to cooperate with instructors in supervising the study habits of their children, but should not do the homework for them. Homework is usually assigned to students in all grade levels Monday through Thursday. Weekend homework or enrichment activity may also be assigned as necessary.

Home Reading

Parents should encourage their child(ren) to become life long learners and readers. All students become better readers by practicing reading. Every student, grades 1-5, is required to do age-level, independent reading, 15-20 minutes daily and is required to turn in a reading log each Monday, signed by a parent. Reading material, other than the textbook or textbook assignments, enrich the students and give them the opportunity to enjoy all kinds of literature.

Late Work

Students who do not return the assigned work on time or do not complete make-up work within the specified time will lose grade points. Students with excused absences, such as an illness, will have the opportunity to complete the missed classroom work and will get full credit for make-up tests. If a child has missed school and thereby homework, we ask that parents pick up schoolwork and assignments from the teacher after school dismissal.

Test Policy

No more than two tests are scheduled for the same day. Scheduled quizzes are considered equivalent to daily homework.

Cheating

Acts of cheating or plagiarism will result in on camp-us detention. The student will receive an "F" on the test or the assigned work.

Academic Pink Slip

The overall study habits and behavior patterns have a direct impact on the cooperation grade a student earns for each subject. For every three academic pink slips, a student will lose one grade increment from the cooperation grading scale.

A student will receive a pink slip for:

- Missing three homework assignments within 10 school days
- Three incomplete homework assignments within 10 school days
- Being repeatedly unprepared for classroom work
- Missing three parental signatures in the assignment book within 10 school days
- Missing three parental signatures in the “Friday” folder

After receiving three pink slips, parent(s) will be called for a meeting with the teachers and school director.

Library

The library is a resource center to meet the academic and intellectual needs of every student. The librarian and the teachers assist students to find the books appropriate for their needs. The students visit the library once every two weeks. Checked out books must be returned to the library within two weeks. Parents are responsible for lost or damaged books otherwise; the student’s report card will be withheld at the end of the year.

DISCIPLINE

Discipline is an essential component of the educational system. Teachers use various systems and techniques to support the “Assertive Discipline” guidelines adopted by Holy Martyrs Elementary School. The goal is to teach students that a behavior pattern has positive or negative consequences.

Teachers implement the following steps to encourage positive behavior:

- Praise
- Privileges
- A call or a note to the parents
- Tangible rewards
- A good grade in cooperation (“Good” or “Excellent”)
- A note to the Administration

Misconduct leads to negative consequences as follows:

- Corrective warning
- Loss of privileges
- A written note in the assignment book
- Call to parents
- Documented Behavioral Report to parents
- Conference with student
- Loss of grade points in Cooperation grade (“Needs Improvement” or “Unsatisfactory”)
- Suspension
- Probation
- Expulsion

If a student’s misbehavior persists, a behavior blue slip will be sent home. After 3 behavior blue slips, a meeting will be set-up with the parent(s), teacher(s), and elementary director.

The school does not tolerate aggressive behavior. All students caught in violent actions such as fighting, pushing, hurting, causing injury or harm to others, throwing objects, damaging school property, and carrying out malicious actions of similar nature, will be reprimanded first and subsequently suspended from school.

During suspension, a student will receive a failing grade, "F," for any missed classwork and homework. In addition, students and their parents will be financially responsible for any damaged property.

SAFETY

For the safety of our students, the following policies have been established.

Fire and Earthquake

The school conducts fire and earthquake drills to prepare students in the event of an emergency. Every classroom is equipped with an emergency bin that includes a first aid kit, drinking water, food, blankets, and other emergency supplies.

Campus Safety

- Drinks in cans and glass bottles are not allowed to be brought to school.
- Toys of any kind are not allowed in school.
- Buying, selling, or trading personal belongings are strictly forbidden.
- Deliberate damage to school or peer property will not be tolerated, and students will face consequences accordingly. In addition, parents will be responsible for repair or recovery of damaged property.

Playground Safety

- Running is allowed in designated areas only.
- Students are encouraged to spend the morning recess to eat a snack, drink water, and use the bathroom. Considering the duration of morning recess is only 15 minutes, students are not allowed to take out playing balls, jump ropes, or other play objects.
- All kinds of disputes among children must be brought to the attention of the playground supervisors.
- Students must not engage in acts of hitting, pushing, shoving, uttering foul language, or other similar behavioral patterns. Such acts will not be tolerated and the student will face consequences accordingly.

Other Prohibited Activities

- Students must not go to the Administrative Offices without the teacher's or supervisor's permission.
- Students are not allowed to call home for forgotten items or to obtain permission to go to a friend's house after school. These arrangements must be done in advance.
- Students will face appropriate consequences for willful disobedience to a supervisor, teacher, administrator, or other school personnel. In such cases, a notification will be sent to the parent(s). Parents will be notified of such actions.

Illness and Medication

Very ill students are encouraged to stay home for quick recovery. Students who have contagious diseases or infections must be kept home. Students are not allowed to carry medication on them during school hours. The medication, along with consent from the parent, must be sent to the teacher. The school will not administer medication without parental permission.

ATTENDANCE

Class instruction Monday through Friday begins at 8:20 a.m. and concludes at 3:00 p.m. for grades K-2 and at 3:15 for grades 3-5.

Tardiness

Students who arrive to class after 8:30 a.m. will be documented as tardy.

Absence

Parents are encouraged to notify the school office about a scheduled absence. Absences for medical reasons documented by a licensed physician or absences for emergencies are considered excused absences. Students absent from school in excess of 15% of school days (27 days) during an academic year will be retained.

- Parents must call the school office in the morning to notify a student's absence.
- Parents are encouraged to schedule medical or other appointments after school hours; however, if an appointment is scheduled during school hours, the student must first report to the office before going to class.
- Under no circumstances can a student leave the school premises without first clearing with the office.

Please note that it is the student's responsibility to make arrangements with the teacher for any missed classwork, homework, missed tests, or quizzes.

Early pick-up

Parents are advised to send an advance notice to the teacher and school office if a child has a pre-scheduled medical or other appointment. We ask that parents stop by the Main Office and wait for personnel to summon the child.

School dismissal

After school is dismissed and children are released from classrooms, students are not allowed to go back to their classrooms to pick up belongings. Such guidelines are placed to teach students to be responsible for their school belongings and take home the necessary homework of the day.

NUTRITION

Lunch/Snacks

A balanced meal consisting of a main dish, rice or salad, whole fruit, juice, and milk is served daily. The cost is \$3.00 and an additional beverage may be purchased for 50 cents.

We urge that students eat healthy and nutritious snacks. Nutritious snacks such as fruits, vegetables, dry fruits, etc., are recommended. Since drinks in cans or glass bottles are not safe or allowed in school, students should bring boxed juices or juice pouches. Hard candy, chocolate bars, corn nuts, popcorn, chewing gum, chips, cheese balls, and similar snack items are not allowed in school.

Occasionally, students come to school without a packed lunch from home or a lunch ticket. Lunch arrangements must be made before the student comes to school.

The lunch menu is posted on the www.ferrahian.info website under the “NUTRITION” Section.

Cafeteria rules

Students must obey cafeteria rules. Violations may result in appropriate consequences. The following apply:

- Students are expected to enter the Cafeteria quietly with their teacher and sit at assigned tables.
- Students must clear off their own plates, lunch boxes, and throw away any trash.
- Appropriate table manners must be exercised.
- Only after thoroughly completing lunch, the cafeteria supervisor will excuse the student.

DRESS CODE

Uniform

Students are expected to be in clean and neat school uniform during school days or at school-organized activities, including field trips. Exceptions may occur on scheduled non-uniform days, when proper attire will be required.

The official school uniform of the Elementary School is:

- White, short-sleeved polo shirt with school logo
--only plain, white t-shirts can be worn under the polo shirt
- White, long-sleeved polo shirts with the school logo
--only plain, white, crew neck may be worn under the long-sleeved polo shirt
- Gray sweatshirt with school logo
- Gray, hooded, zippered sweat jacket with school logo
- Navy blue windbreaker with school logo
- Navy blue shorts for boys
- Navy blue pants for boys and girls (corduroy pants allowed)
--length not to exceed 1 inch below the ankle and worn above the hip area, side pockets not allowed
- Jumper for girls
--Navy blue bike shorts may be worn under the jumper, the length not to extend the jumper hem
- White and navy blue ankle length socks only
--no ped-socks
- White, navy blue, or natural plain tights
- White, gray, navy blue scarves may be worn around the neck on cold days

Girls may wear black or navy blue tights under their jumper; on cold days, they have the option to wear navy blue pants in place of their jumper. They also can only wear white, longer sleeve shirts under their polo. Jewelry is strictly forbidden for all students, boys and girls.

Students are NOT allowed to accessorize with the following:

- Leg warmers
- Black leggings
- Black pants
- Nail polish
- No dangling earrings
- No structured hats
- No long, scarf bandanas
- Substituting leggings as pants
- Lace or patterns not allowed for all socks, stockings, or tights

PE Uniforms

Students must be in PE uniforms during PE classes. The official PE uniform of the Elementary School is:

- Yellow T-shirts with the school logo and ARMENS insignia
- Navy blue shorts with the school logo
- Gray sweat pants with the school logo for grades K-5

This is only to be worn on PE days.

Hairstyle Code

Boys and girls must come to school with neatly combed hair.

Boys' hair length must be as follows:

- Hair must not cover the eyes
- Hair must not extend over ears
- Hair must not cover the shirt collar

Girls' hair must be groomed as follows:

- Hair must be combed off the face
- Hair must be combed above eyebrows
- Long hair should be tied back

OUTDOOR ACTIVITIES

Physical Education

- On PE days, 1-5 grade students may come to school dressed in PE uniform.
- PE uniform and tennis shoes are required for PE class.
- On cold days, students are allowed to wear gray color sweatpants instead of shorts. The school sweatshirt may be worn over the PE T-shirt.
- If a student is very ill or has an injury and is unable to do PE, he/she must bring a note from home requesting to be excused. The school will assume that the student is too ill to play at recess and at lunch time on that day.
- Prolonged excuse from PE requires a note from the student's physician.

Field Trips

All grade levels are scheduled to go on **two** field trips during the school year. Permission slips are sent home prior to the trip for signature and applicable fees. The completed forms must be returned to school before the actual day of the field trip. Transportation and all other related expenses are determined by the school based on the nature of the trip.

AFTER SCHOOL DAYCARE

The Administration provides after-school daycare service at the North Hills Campus for grades Kindergarten through fifth grade.

The after school day care addresses the needs of the working parents. Supervision is available weekdays, Monday through Friday, every week except on holidays and on most minimum days.

The following are the details of the program:

- I. **After School Supervision Service:** After-school supervision is available from 3:00 - 3:15 p.m. for grades K-2 and from 3:15 – 3:30 for grades 3-5. For pick up after the specified times, there will be a **late charge of \$1 per 5 minutes**.
- II. **After-school Day Care:** During this program, students will have the chance to study and do their homework independently under the supervision of a teacher's aid. The following schedule will be in effect:

3:20 - 3:30	Recess/snack
3:30 - 4:30	Study time and/or students visit the computer lab

- The after-school day care participation fee is \$75 per month (starting 2009-2010).
- The two- to three-day participation fee is \$50.
- Please note that payment must be made in advance.

All students students, except for students in the Extended Care program, must be picked up after 4:30 p.m. Students left unattended after school activities i.e. sports will be charged **\$2 per 5 minutes**. Please note that charges for late pick-up will be recorded and billed weekly.

- III. **Extended Day Care program**

This program is designed for working parents. If a student is a participant in the after-school day care service, parents will then have the opportunity to keep their children in school from 4:30-5:30p.m. The fee for this additional service is set at \$50 per month.

Please note that the **school gates close at exactly 5:30 p.m.** Accordingly, any pick-up after this set time will disrupt our personnel schedule and cause the school to incur additional employee overtime pay. As a result, **pick-up after 5:30 p.m. is considered late and a fee of \$2 per 5 minutes will be applied.** If late pick-up patterns persist, unfortunately, we will decline the student from enrolling in all after school day care services. Please note that charges for late pick-up will be recorded and billed weekly.

PARKING AND TRAFFIC REGULATIONS

General Policy

Parking on school premises is a privilege and not a right. All parents, teachers, staff, and students must adhere to the following regulations:

- All drivers must respect traffic rules and regulations.
- All drivers must respect the directions of the school Security Officers or any other school employee or designee.
- The speed limit in parking lots is 5 mph. Reckless or careless driving may lead to serious consequences and threaten the safety of the pedestrians.
- Students and parents are required to park their cars in the parking spaces designated by the Security Officer where applicable.
- The school is not responsible for any kind of car accidents, car thefts, burglaries, or any other damages caused to vehicles parked on the school grounds.
- Parking lot signs must be respected.
- Honking, music, or other disruptive noise is not allowed on the school grounds.
- Congregating and loitering in the parking lot is forbidden.

Parking Regulations

1. Please do not park at designated Disabled Parking spaces without proper display of a Disabled Parking Placard.
2. Please do not park in designated reserved staff parking spaces.
3. Please do not block neighbors' driveways. Your car might be towed away.
4. Please do not double-park.
5. Please do not park in front of the trash bins after 9:00 a.m.
6. Please do not park on the streets immediately adjacent to the school entrances -- this will obstruct the view of other cars.

7. Please do not park or drop-off children specifically at the red zone marked areas and in front of the fire hydrants.
8. Please do not ask the security guards to watch over your children in the parking lot. They have other responsibilities to fulfill.
9. Please do not leave purses or valuables in the car. Please lock your cars, especially while left unattended.
10. Please do not leave your children in the car alone.
11. Please do not socialize with other parents in the parking lots. This hinders other parents from utilizing the parking spaces for drop-off or pick-up purposes.

Traffic Regulations

1. Morning traffic hours - The school gates at both Hayvenhurst and Parthenia entrances open at **7:30 a.m.** At **9:00 a.m.**, the Hayvenhurst entrance and exit gate close, and only the Parthenia entrance gate remains open for traffic.
2. Afternoon traffic hours - The school gates at both Hayvenhurst and Parthenia entrances are operational from 2:30 to 4:15 p.m. After 4:15 p.m., only the Parthenia entrance gate remains open for traffic. The school gates close at exactly 5:35 p.m. and, therefore, the ultimate pick-up time of a child must be 5:30 p.m.
3. Drop-off. The Hayvenhurst parking lot has four parking rows and one drop-off lane. The parking spaces in the lane immediately next to the soccer field must be used for drop-off purposes only. If you need to accompany your child to a classroom or to the Main Office, please park in the lane adjacent to the street.
4. Oversized Cars. SUV and mini van drivers must use the Hayvenhurst parking lot that has larger per car parking space.
5. Parents grades K-5 are encouraged to use the Hayvenhurst entrance. This will allow the Preschool parents with very young children to use the Parthenia parking, which is closer to the Preschool classrooms.
6. Parents are urged to leave the campus **immediately** following drop off or pick up of their children to allow room for flow of the traffic.

REGULATIONS PERTAINING TO PARENTS

1. **Smoking.** Smoking is absolutely not permitted on Campus.
2. **Classroom visits.** Parents are not allowed to enter any classroom. This is a major distraction to our children and it deviates their attention away from instruction. Parent(s) who wish to visit a classroom must make an appointment with the office and teacher ahead of time.
3. **Conference with teachers.** Parents who wish to have a personal meeting with a teacher must first arrange for an appointment through the school office.
4. **Loitering about classrooms.** Please do not linger/loiter around classrooms. This is a major distraction to our children and it deviates their attention away from instruction.
5. **Socializing.** Please do not socialize with other parents in the parking lots. This hinders other parents from utilizing the parking spaces for drop-off or pick-up purposes.
6. **Conferences.** Parents are encouraged to attend the parent/teacher conferences during the first and third quarters of the school year (please refer to the Main Calendar on the school website). Teachers or parents may request a conference as necessary to discuss a student's work and progress.
7. **Guest Speakers.** Visiting lecturers must first clear through the office.
8. **Early Release.** For early pick-up, parents must go to the office and wait there until the child is called by office personnel. Roaming around the campus is not acceptable.
9. **Forgotten Items.** Parents should not approach school personnel, including custodians, to allow them into a classroom to pick up forgotten items.
10. **Propaganda.** Pamphlets, announcements, or any kind of printed materials should not be distributed anywhere on the school grounds without permission from the Administration.

Elementary School Grade-Level Supplies

On the first day of school, students must have the corresponding grade-level supplies in boxes or packets with the name of the student clearly indicated.

Kindergarten	First Grade	Second Grade
<ul style="list-style-type: none"> ▪ A backpack for carrying homework ▪ A box containing a change of under-garments, a top, pants or skirt, and socks ▪ Two boxes of tissue paper ▪ One box of wet wipes ▪ One folder with pockets ▪ One roll of paper towel ▪ Lunch box ▪ Dance shoes for dance class 	<ul style="list-style-type: none"> ▪ One pair of scissors ▪ One bottle Elmer's glue ▪ One box of #2 pencils (24 count) ▪ Two erasers ▪ One box of crayons (24 count) ▪ NO MARKERS AND NO PENCIL CRAYONS ▪ Three folders with two pockets ▪ Two boxes of tissue (to be shared with the class) ▪ One supply box ▪ One top loading letter size plastic envelope ▪ One roll of paper towel ▪ One pack of wet wipes ▪ One composition notebook(for journal writing) ▪ Dance shoes for dance class 	<ul style="list-style-type: none"> ▪ One bottle Elmer's glue ▪ One pair of scissors ▪ Three dozen #2 pencils ▪ One eraser ▪ One box colored pencils or crayons ▪ One enclosed pencil sharpener ▪ Four pocket folders (an everyday homework folder, Science/Social Studies folder, Math folder, and a Friday folder) ▪ Three boxes of tissue paper (to be shared with the class) ▪ One pack of wet wipes ▪ One package of loose leaf paper (college or wide ruled) to be shared with class ▪ 12" ruler (one-side metric/one side customary) ▪ One pencil box (to store supplies) ▪ Colorful highlighters ▪ One composition notebook (for Armenian) ▪ Dance shoes for dance class

Third Grade	Fourth Grade	Fifth Grade
<ul style="list-style-type: none"> ▪ One, three-subject notebook (for Armenian) ▪ One, five-subject notebook (for Math) ▪ Two, two-subject notebook (for English) ▪ One, one-subject notebook (for Social Studies) ▪ One bottle Elmer's glue ▪ One box colored pencils or crayons (for Art class) ▪ One packages of wide ruled lined paper ▪ Five pocket folders(two without Pictures) ▪ One pair of scissors ▪ One enclosed pencil sharpener ▪ A dozen #2 pencils – not mechanical ▪ One eraser ▪ One red pencil ▪ One ruler (with inch and centimeter measurements) ▪ Three boxes of tissue paper (to be shared with the class) ▪ Two packs of wet wipes ▪ One pocket Armenian-English/English-Armenian dictionary ▪ Post-it notes (3 x 3) yellow ▪ Two red pens ▪ One Webster's Thesaurus ▪ One Merriam-Webster Children's Dictionary ▪ Dance shoes for dance class 	<ul style="list-style-type: none"> ▪ One, three-subject notebooks (for Armenian) ▪ Two, five-subject notebooks (for English and Math) ▪ Two composition notebooks (for English journal writing and Armenian) ▪ One, one-subject notebook (for social studies) ▪ One graph notebook 8.5x11, 80pg. ▪ Two stick glue ▪ Two dozen #2 pencils ▪ Erasers ▪ One pair of scissors ▪ Two enclosed pencil sharpeners ▪ Two red pens ▪ One box colored pencils or crayons (for Art class) ▪ Two folders with two pockets (an everyday homework folder and Friday folder) ▪ Three boxes of tissue paper (to be shared with the class) ▪ Three packages of loose leaf paper (college or wide ruled) to be shared with class ▪ Two highlighters ▪ One Armenian/English dictionary ▪ One Armenian/Armenian Dictionary ▪ One Children's Dictionary ▪ One Thesaurus (Children's) ▪ Index cards ▪ Index card box ▪ Post-it notes (any color) ▪ One 12" ruler (one side metric/one side customary) ▪ Dance shoes for dance class 	<ul style="list-style-type: none"> ▪ One, five-subject spiral notebook (for Armenian) ▪ One, two-subject notebooks (for Armenian History and Religion) ▪ Two, one-subject notebooks (for Math) ▪ Three composition notebooks(for Language Arts) ▪ One composition notebook (for Armenian) ▪ Two, 1" three ring binder with dividers ▪ One bottle Elmer's glue ▪ One dozen #2 pencils ▪ Four erasers ▪ One pair of scissors ▪ One box of colored pencils and crayons ▪ Four folders with two pockets ▪ Two boxes of tissue paper (to be shared with the class) ▪ Three packages of loose leaf paper (college ruled) ▪ Two each black, blue, red, and green pens ▪ One Armenian/English Dictionary ▪ One Armenian/Armenian Dictionary ▪ One English Dictionary ▪ One English Thesaurus ▪ Two packs, 3x5 index cards ▪ Index card box ▪ Two enclosed pencil sharpeners ▪ One 12" ruler (one side metric/one side customary) ▪ One pack of post-it notes ▪ Dance shoes for dance class